



CITY OF SEATTLE

Qualitative Research Analyst

SALARY:	\$41.26 - \$48.09 Hourly
LOCATION:	Seattle Municipal Tower, 700 5th Ave., Seattle, Washington
JOB TYPE:	Classified Civil Service, Regular, Full-Time
SHIFT:	Day
DEPARTMENT:	Department of Education and Early Learning
BARGAINING UNIT:	Not Represented
CLOSING DATE:	12/31/19 04:00 PM Pacific Time

The Department of Education and Early Learning (DEEL)'s mission is to ensure that all Seattle children have the greatest opportunity to succeed in school and in life and to graduate from school ready for college and a career. Currently, DEEL works to achieve this mission by administering the Seattle Preschool Program and the Families and Education Levy, among other programs, and acts as the City's liaison with Seattle Public Schools. As a representative of the Mayor and City Council, DEEL invests in programming to improve student outcomes and measures performance by tracking specific academic indicators. DEEL develops and administers performance contracts and agreements for services, oversees contract implementation, monitors progress towards achieving outcomes, and provides support, guidance, and direction to grantees as necessary. DEEL is a data-driven organization that practices ongoing quality improvement based on results.

To support the mission of the department, we are looking for a Qualitative Research Analyst who will evaluate and communicate the results of our birth through postsecondary investments. In this high-impact position, you will lead the department's qualitative research strategy to assess the effectiveness of program investments and strategies and to inform continuous quality improvement processes and strategic decision-making. You will act as a data storyteller to design and implement rigorous qualitative evaluations and then synthesize data into clear, actionable insights and findings. You will collaborate with team members in the Performance and Evaluation team, as well as early learning, K-12, and postsecondary internal and external stakeholders.

The department strives to embed the [City's Race and Social Justice Initiative](#) into its education objectives and seeks staff that value the importance of working together as a government and community to eliminate racial disparities and achieve racial equity.

Here's more about what you'll be doing:

- Designing and implementing rigorous qualitative methods for evaluating programs and policies in collaboration with colleagues and with stakeholders of various backgrounds
- Managing overall project quality through the entire qualitative research lifecycle: project planning and design, research question formulation, data collection (e.g., rubrics and protocols), analysis, synthesis, and reporting
- Designing and implementing research instruments to collect data through a range of methods including surveys, interviews, observations, and focus groups
- Developing data analysis plans
- Overseeing and conducting data management, coding, and analysis
- Preparing polished deliverables (e.g., PowerPoint presentations, written reports, visualizations) that effectively communicate key research insights and findings to internal and external stakeholders

QUALIFICATIONS:

In addition to the ability to manage the responsibilities mentioned above, you will need to possess the below required qualifications (or a combination of education, training or experience which provides an equivalent background required to perform the work of the class):

- Master's Degree in Business or Public Administration, Finance, Computer Science, Education Research, Behavior Science, or a related field
- Two years of experience systems, operations, procedures, research, or analysis

OR

- Bachelor's Degree in Business or Public Administration, Finance, Computer Science, Education Research, Behavior Science, or a related field
- Three years of experience systems, operations, procedures, research, or analysis

OR

- Associate Degree in Business or Public Administration, Finance, Computer Science, Education Research, Behavior Science, or a related field
- Four years of experience systems, operations, procedures, research, or analysis

OR

- Five years of experience systems, operations, procedures, research, or analysis

You'll be prepared to take on this role if you have:**Theoretical and Practical Knowledge of and Experience in:**

- Experimental design and protocols
- Both qualitative (e.g., ethnography) and quantitative (e.g., survey analytics) research methodologies
- Analyzing qualitative data
- Statistical software packages such as R or SPSS
- Conducting applied research with children and youth, particularly with survey design
- Observational or interview research
- Advancing equity and justice through research and community partnerships

The ability to:

- Foster a collaborative approach to problem solving
- Listen and create space for diverse perspectives
- Demonstrate strong communication and storytelling skills
- Work on multiple programs of research simultaneously
- Be a flexible and adaptable team member in a fast-paced environment
- Collaborate with colleagues both on and off the Program & Evaluation Team to move projects through all phases of the research process, from abstract ideas to actionable results
- Take initiative to solve problems and make difficult decisions
- Maintain momentum and motivation through ambiguity

ADDITIONAL INFORMATION:

This position is classified as a Management Systems Analyst, Senior. DEEL supports the City of Seattle's Race and Social Justice Initiative to end institutionalized racism by eliminating barriers to access, providing the staff and public with opportunities for growth, and developing equitable access to the programs and services we offer. If you share those values and meet the qualifications, we invite you to apply for this position. Please visit <http://www.seattle.gov/education> to learn more about the Department of Education & Early Learning.

APPLICATION PROCESS:

To be considered for this position, you must submit your application, attaching **both** a cover letter and resume, at <https://www.governmentjobs.com/careers/seattle/> **no later than 4:00pm Pacific Time on Tuesday, December 31, 2019**. This position is open to all candidates that meet the minimum qualifications. The Department of Education & Early Learning values diverse perspectives and life experiences. Applicants will be considered regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition, or pregnancy. The Department of Education & Early Learning encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ, people with disabilities, veterans, and those with diverse life experiences. If you have questions, please contact Lindsey King at Lindsey.King@seattle.gov.

APPLICATIONS MAY BE FILED ONLINE AT:
Job #2019-02008

<http://www.seattle.gov/jobs>
QUALITATIVE RESEARCH ANALYST
LK

If you are unable to apply on-line you may submit a paper application by the closing date to our office.

OUR OFFICE IS LOCATED AT:
Seattle Municipal Tower
700 5th Avenue, Suite 5400
Seattle, WA 98104
206-684-8088
Careers@seattle.gov



The City of Seattle is an Equal Opportunity Employer that is committed to diversity in the workplace. Accommodations for people with disabilities are provided on request. The City is a Drug Free Workplace.
